

Vendors in SSIS: Additional Entry

New Vendor Entry

All new vendors must first be entered in your County Accounting System and imported into SSIS using the Vendor Import process (except Tribal agencies who do not use vendor Import). The Import process is scheduled in SSIS Admin. Once the vendor is imported into SSIS you may need to enter additional information for Service Arrangements, Payments, and IV-E Claiming.



Reference: Refer to the SSIS Worker Business Organization module for additional information that you can enter, if needed.

New Address, Phone or Email:

The Payment (type) address and Payment (type) phone import from your County Accounting System. SSIS recommends that you enter the Physical Location of the vendor.



Add a New Address/Physical Location:

1. From Searches>Business Organization Search or from Searches/Logs> Business Organization Search
2. Access **Action** and select **New Address**.
3. Select **Physical Location** from the **Type** field.
4. Enter **today's date** as the Effective Date and complete required fields.
 - Only one physical location address can be effective at one time.
5. Enter any **Comments** needed.
6. **Save**.

Vendors License Entry

ini	License Type	Provider License Number	License Effective Date	License Expiration Date	License Status
	Group home	DC0022	07/01/2005	06/30/2008	Granted
	Child foster care	12324	01/01/2007	12/31/2007	Granted

License Site / Facility

Type: ☐ Corporate License

Classification: ☐ Emergency ☐ Interim ☐ Permanent

License Status: Status: Updated:

Capacity: License #/Version: Effective Date: Expiration Date:

Preferences: ☐ Clients: ☐ No preference ☐ Developmentally delayed ☐ Emotionally disturbed/mentally ill

Min/Max Age: Gender:

IV-E Facility Type:

License Issuance: Licensed By: Issued By:

County Name: Tribe:



Enter New License:

1. Select the **Licenses** folder in the Tree View and access the **Action** menu.
2. Select **New License**.
3. Complete all fields.
4. Click **Save**.
5. Access **Action** and select **New License** to complete multiple licenses if needed.



Hints:

- Use the Title IV-E Per Diems for Group Facilities Search to find licensing information for vendors not licensed by your agency.
- From **Searches/Logs**, select **Title IVE Per Diems for Group Facilities** and **Search**.
 - The Sub Code identifies which service the IV-E per diem is for when a facility provides multiple services.

Services Offered

Code	Service Description	1099
116	Transportation	No
		No

New

Filter Service by BRASS Program Area: a/

Service: 9

1099 Indicator: No

Client Will Serve Preferences:

County Sub-Services

Code	Service Description	1099



Enter New Service Offered:

1. Select the **Services Offered** folder in the Tree View and access the **Action** menu.
2. Select **New Service Offered**.
3. Select the **BRASS Program area** from the drop-down menu.
4. Select the **Service** and complete the **1099 Indicator** and **Client Will Serve Preferences** drop-down menus.
5. **Save**.



Add County Sub-Service to a Service Offered:

1. Select the service in the grid, access the **Action** menu, and select **Add Existing County Sub-Service**.
2. Search for County Sub-Service and click the **Select** button.
3. **Save**.



Hint: County Sub-Services are created in SSIS Admin.